

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on February 8, 2017

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:15 a.m. on Wednesday, February 8, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Chris Kirwin, Mr. Howard Ermin, Mr. Scott Brown and Mrs. Robin Beck. Mr. Mitch Cooper was absent.

Legal representation: Attorney William J. Haberstroh, Esq. was present.

Staff members in attendance: Mrs. Cheryl Johns, Mr. Jim Stephens and Mrs. Kim Palmer.

Other individuals in attendance: Mr. Bill Kibler, *Altoona Mirror*.

Public Commentary

There was no public commentary.

Minutes of Previous Meeting

The minutes for a regular meeting held on January 11, 2017, were presented.

Mr. Kirwin moved for approval, Mr. Ermin seconded, all approved.

Review of Financial Reports

The Expenditures Register, Capital Expenditures Register, Adjustment Sheet and the Public Housing Program, Section 8 Program and Pleasant Village Income & Expense Report covering the period of January 1, 2017 through January 31, 2017, and the Investment Analysis for February 2017, were provided to the Board of Directors for their review.

Mrs. Johns stated that there is nothing out of the ordinary with the financial reports. She stated that she is happy to answer any questions that the Board may have in regard to the financial reports.

Mr. Brown asked about the Civil Service fees. Mrs. Johns stated that the Housing Authority pays Civil Service annually for employee positions.

Mrs. Johns stated that the audit for fiscal year ending June 30, 2016 will be presented to the Board at the March meeting for approval.

Mrs. Johns stated that she and Mr. Mike McCormick, Comptroller, are working on preliminary budget numbers for next year. She stated that the Housing Authority has to go out to bid again for some contracts. She added that Mr. McCormick completed the operating subsidy calculation form for 2017 funding. Mrs. Johns stated that proration is currently at 85%.

Mr. Kirwin asked about the Section 8 Voucher HAP Payments on Page 6. Mrs. Johns stated that HUD is keeping money in an account, which the Housing Authority will have to request, as needed.

Mr. Kirwin asked about the Pleasant Village Window Replacement on Page 7. Mrs. Johns stated that the project is completed and all required paperwork has been submitted to the City of Altoona. She stated that the Housing Authority should be receiving a check from the City in the amount of \$200,000.

Mr. Kirwin made a motion to approve the financial reports, Mr. Brown seconded, all approved.

Resolutions

Approval and Adoption of Resolution 17-3 – This Resolution approves a formal revision to the Violence Against Women Act Policy.

Mrs. Johns stated that the Housing Authority has had the Violence Against Women Act Policy in place since 2006. She stated that some final regulations came out and needed to be added to the Policy. She added the only change to said Policy is how emergency transfers are done and gave the Board an example.

Mrs. Johns stated that said Policy was posted at all developments for a 30-day comment period; however, no comments were received.

Mrs. Johns stated that individual notices will be sent to the residents in regard to the changes to the Policy. She added that this Policy is protection for our residents and keeping the developments safe.

Mr. Kirwin moved for approval, Mr. Ermin seconded, all approved.

Solicitor's Report

Attorney Haberstroh discussed the activities that he has been working on.

Staff Reports

Mrs. Johns stated that the Trump Administration has issued a regulatory freeze pending review. She stated that she is not shocked and that all interim and pending regulations are included in the freeze until Dr. Ben Carson, Secretary of Housing, reviews them. She added that she has put

a committee together to review policies and procedures but that is now on hold until final rules or changes are issued.

Mrs. Johns stated that she is working on the Annual Plan, which will be presented to the Board in April. She stated that she is scheduled to meet with the Resident Advisory Board next week to get the process started.

Mrs. Johns stated that a meeting was held with EADS Architects in regard to the plumbing project at the Eleventh Street Tower. She stated that the camera work has been done, which is not as bad as what was expected. She added that Mr. Tim Hoffman is working on the specifications and drawings in order to get ready to go out for bid.

Mrs. Johns stated that the Housing Authority will be advertising for asbestos abatement with the Invitation to Bid in the *Altoona Mirror* on Sunday, February 12th.

Mrs. Johns stated that the Section 8 waiting list will close at the close of business on Friday, February 10, 2017. She stated that there are currently 267 applicants on the waiting list and that over 100 applications are still out.

Mrs. Johns stated that a committee has been formed to work on bad debts. She stated that staff started working on this today.

Committee Reports

No meetings have been held between the date of the last board meeting (January 11, 2017) and the February board meeting.

New Business

There was no new business.

Old Business

There was no old business.

Media Questions/Comments

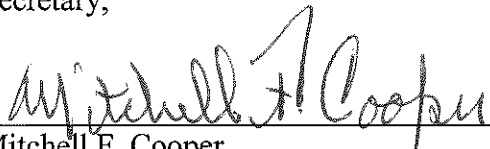
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the changes to the Violence Against Women Act Policy.

Adjournment

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Kirwin seconded, all approved. The regular meeting was adjourned at 8:44 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, March 8, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper